

Retention and Classification Report

Agency: Department of Workforce Services. Roosevelt Employment
Center (1509)
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Roosevelt, UT 84066
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Records Officer Kent Naisbitt

10867	Client case files
19367	Medical cards
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14534	Self sufficiency case files
19369	Transmittal records
19368	Voided medical cards

AGENCY: Department of Workforce Services. Roosevelt Employment Center

SERIES: 10867

3

TITLE: Client case files

DATES: 1979-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 25.00 cubic feet.

DESCRIPTION:

These case files document the complete case history of clients receiving services provided initially in or through a Family Support office (OFS), and now provided by The Dept. of Workforce Services. These casefiles include but are not limited to the following types of Eligibility and Determination Forms: Application and Affidavit for Assistance and Food Stamps, Home Energy Assistance Target (HEAT), Reapplication for Assistance and Food Stamps, Application for Financial, Medical, and/or Food Stamps, Application for Social Services, Notice of Decision (income report), and Client Admission/Level of Care Determination. Also copies of birth certificates, social security cards, car registrations and titles, divorce decrees and other court documents, medical reports, and certification of tribal membership are included in the case files. Payment forms, which include Payee/Case Data Collections, Medical Grant Overpayment, Coupon Books Lost in the Mail, Forged Check Affidavits, and the following miscellaneous documents are included in the case files: random moment sample surveys, case activity logs, court orders, lien agreements, and guardianship orders.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

AUTHORIZED: 09/15/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided case is not reopened, audit or litigation pending.

AGENCY: Department of Workforce Services. Roosevelt Employment Center

SERIES: 10867

TITLE: Client case files

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the needs expressed by the agency for the purpose of conducting audits. All documents filed with the court are a matter of public record and can be obtained from the court.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. Psychiatric and psychological information

AGENCY: Department of Workforce Services. Roosevelt Employment Center

SERIES: 19367

3

TITLE: Medical cards

DATES: 1990-

ARRANGEMENT: Numerical by card number

ANNUAL ACCUMULATION:

DESCRIPTION:

Cards issued to clients receiving medical care for medicaid services offered initially through the Office of Family Support, are now provided through The Dept. of Workforce Services.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 13.

AUTHORIZED: 10/20/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Roosevelt Employment Center

SERIES: 19367

TITLE: Medical cards

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Roosevelt Employment Center

SERIES: 19364

3

TITLE: Medical excess payment records

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are overpayments for medical expenses incurred by clients through the medicaid program. The Office of Recovery Services maintains the original paperwork on excessive payments and is responsible for collecting overpayments from clients. The Office of Family Support is notified by Recovery Services when action is pending on a collection matter.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 10.

AUTHORIZED: 10/20/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Roosevelt Employment Center

SERIES: 19364

TITLE: Medical excess payment records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Roosevelt Employment Center

SERIES: 14534

3

TITLE: Self sufficiency case files

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These case files are created and used to document the monitoring of Family Support client cases and their progress. These records also document the self sufficiency and income eligible child care programs. The purpose of these programs is to assist clients gain employment and not require public assistance programs. Child care may be provided as part of these and as such, these records become part of the case files. These programs act as a temporary support system for individuals who are employable but without adequate financial resources. The State of Utah assists recipients in this endeavor through a system of counseling, information sharing, advocacy and the provision of support services. Also includes Workforce Investment Act (WIA) records.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

AUTHORIZED: 02/02/1995

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided no pending action or litigation.

APPRAISAL:

Administrative Fiscal Legal

These files are used to monitor initially Family Support client cases and their progress. They are now serviced by The Department of Workforce Services. They also document the self sufficiency and income eligible child care programs.

AGENCY: Department of Workforce Services. Roosevelt Employment Center

SERIES: 14534

TITLE: Self sufficiency case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Roosevelt Employment Center

SERIES: 19369

3

TITLE: Transmittal records

DATES: 1990-

ARRANGEMENT: Numerical by transmittal number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are transmittals for checks and cash deposited into Human Services divisional and regional Financial Information Resource Management Services (FIRMS) accounts. Deposits are made by low organizational number and include deposits with the State Treasurer, transmittal date, department number, collection number, description number, account number, totals, copies of checks and receipts, services request, and billing forms.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 15.

AUTHORIZED: 10/20/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy provided all audits have been completed.

AGENCY: Department of Workforce Services. Roosevelt Employment Center

SERIES: 19369

TITLE: Transmittal records

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Roosevelt Employment Center

SERIES: 19368

3

TITLE: Voided medical cards

DATES: 1990-

ARRANGEMENT: Numerical by card number

ANNUAL ACCUMULATION:

DESCRIPTION:

Cards that have been voided initially by the Office of Family Support, and now The Dept. of Workforce Services, when overpayments are discovered, fraud is evident, or the client has been declared ineligible for benefits.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy provided all audits have been completed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 14.

AUTHORIZED: 10/20/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy provided all audits have been completed.

Paper copy: Retain in Office for 1 year and then destroy provided documents are no longer needed.

AGENCY: Department of Workforce Services. Roosevelt Employment Center

SERIES: 19368

TITLE: Voided medical cards

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Private